



STATE OF UTAH

PURCHASING UPDATE

April 2013 Issue

POINTS OF INTEREST

- END OF YEAR RUSH HAS BEGUN. WE RECEIVED MORE THAN TRIPLE THE NUMBER OF POs LAST WEEK THAN IS NORMAL.

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MONTHLY TRAINING OPPORTUNITIES FOR MAY AND JUNE

State Purchasing is pleased to announce the training for May will be taught by Kent Beers, Director of Purchasing, and Jennifer Porter, Purchasing Agent/Contract Analyst from State Purchasing. The topic will be **"How to Conduct Small Purchases and Sole Source Procurements."** The training will be held on Thursday, May 9, 2013 at 9:00 AM. Due to the large attendance the location was changed from the Rio Grande Building to the State Office Building Auditorium, 450 North State Street, Capitol Hill,

Salt Lake City, Utah. Please make note of the change in date, time, and location.

This training session is full. Above information is for those already registered.

The June training, taught by Kent Beers, is titled **"Gratuities, Kickbacks & Unlawful Influence(63G-6a-2304.5) of the Utah Procurement Code"**. The training will be held on Wednesday June 19, 2013 from 9:00 AM to 12:00 PM, in the State Office Building Auditorium, located at 450 North State Street, Capitol

Hill, Salt Lake City, Utah.

If you are interested in attending the June training session and are not currently registered, please contact Rachel Cheney at rcheney@utah.gov. Please include your name, e-mail address, and phone number and the session (s) you want to attend.

We look forward to your attendance at these training sessions. If you have any suggestions for future training sessions send your ideas to:

dgunderesen@utah.gov

AGENCY CONTRACT DEADLINES FOR FY2013

Agency contracts and amendments for FY13 should be sent to the Division of Purchasing by June 1, in order to ensure processing during this fiscal year. These contracts will have first priority. The Division of Purchasing receives a large volume of contracts and amendments in June, and the processing time often takes longer.

If we receive RUSH contracts by June 10, we will

strive to process them before June 30. If contracts and amendments are received after June 10, then they may not be processed by the fiscal year end. Many agencies will be sending contracts to State Purchasing to be processed quickly. The contracts that are received first will receive higher priority.

A reminder: If there is any missing information – Vendor Code, Commodity

Code, Signatures, etc. – the contract will be put on hold until the information is collected. Please check your contracts and amendments for pertinent information before they are sent to Purchasing. That will save extra processing time.

Plan ahead so that the year end will run smoothly for your agency.

- Shirley Williams

AGENCY CONTRACT TRACKING SYSTEM

CHANGES IN DATE, TIME, & LOCATION:

The May
training session
is now on May
9th from
9 AM –12 PM
in the
Auditorium of
the State Office
Building

See page 1 for
details

State Purchasing uses a database to track all agency contracts, amendments, and sole sources that will become contracts as these documents flow through the office. The Agency Contract Tracking System, aka the Purchasing Tracking System, has an online search engine to allow agencies to track the progress of their contracts and amendments.

This database is located at generalservices.utah.gov/AgencyContracts/ or you can link into the site by going to purchasing.utah.gov and click "BUYER INFORMATION" and then "Agency Contract Tracking System."

To look for the progress of contracts, amendments, or sole sources that will result in a contract, begin by choosing your agency from

the drop down list entitled "Select Agency." Click the "Submit" button. All contracts that are currently being processed for the agency by State Purchasing will appear.

Because the Agency Contract Tracking System contains records back to the beginning of 2000, agencies can use this system to find specific contract numbers or contracts with specific vendors. Keep in mind that the search must be for contracts that were numbered and processed by State Purchasing.

Begin a search by choosing the correct agency from the dropdown menu. Enter a wide time frame that you believe the contract would have been in State Purchasing. Uncheck "Contracts In-

Process Only" and then click "Submit."

Sometime the generated list can be quite extensive. The system has a sorting feature for most columns. Sort the list by clicking on the underlined headings in the dark green strip. For instance, if you know the name of the vendor for your contract, click the header "*Vendor*" and all the contracts for your agency will sort alphabetically by vendor making it easy for you to locate the contract that you want. If you know the contract number, it is best to sort by choosing "Contract Number."

If you have any questions as you begin to use this system, please call Tara Eutsler (801-538-3386).

EXPIRING CONTRACT EMAILS

On the first Tuesday of every month, State Purchasing emails a document which lists expiring contracts. The list is specifically for agency contracts that were done by State Purchasing. The docu-

ment only contains contracts which have the number 6 in the thousands place as these are the contracts which must flow through State Purchasing. This emailed document is to help the agencies know

when it is time to renew. If you would like to receive this monthly email, please send an email to Jennifer Hardy at jrhardy@utah.gov

DID YOU KNOW?

Did you know... We now have three golf cart vendors on State Contract! That means you get to

choose between EZGO, Club Car or Yamaha. Price includes delivery. Fore!!!

Brody Valerga, Esq.
Purchasing Agent
[\(801\) 538-3307](tel:8015383307)

CONTRACT AMENDMENT GUIDELINES

Below are some recommendations when completing Contract Amendments:

1. Contract Period

If there are not any changes to the Contract Period on an Amendment, the Contract Period should be completed as shown on the Sample below:

Contract period:

1/1/2012 (original starting date)

12/31/2017 (current ending date)

12/31/2017 **new ending date**

Second Option: Another option would be to list "N/A" or "No change" on the **new ending date** line. The Contract Period should not be left blank. State Purchasing will be changing blank **new ending dates** to "N/A" when the amendments are being processed, if it is apparent that no change is being made to the Contract Period.

2. Contract Amounts

When the agency is processing an Amendment to a Contract and there is not a change in the current total for the contract, the Contract Total should be listed as shown on the Sample below:

Contract amount:

\$100,000 (current contract amount)

-0- (amendment amount)

\$100,000 **new contract amount**
(add current amount to amendment amount)

Second Option: Another option would be to list "N/A" or "No change" on the **new contract amount** line. The Contract Amount should not be left blank, since an amount could be added in the line at a later date, after the amendment is signed. State Purchasing will be changing blank amounts to "N/A" when the amendments are being processed.

3. Other changes:

If there are no changes to be added in the **Other Changes** Section in an Amendment, please list "None" under this Section.

4. Effective Date of Amendment

The Effective Date of Amendment is the Section that has the most frequent errors. The Effective Date is often not listed on the Amendment or may have an incorrect date. The Date should be filled in. The Effective Date of the Amendment is the Date that the changes listed in the Amendment become effective. It would be the date that the renewal period starts, or the date that the price list will be effective, or when the agency will start procuring the products or services listed in the Amendment, etc.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Pagers & Pagers Services	MA1485	American Messaging Service LLC	03/19/2013-03/18/2018	
Security Guards, Statewide Coverage	AR411	Accuvant, Inc.	04/01/2013-03/30/2018	
Replacement of Automotive Glass and windshield repair, Small cracks and rock chip, (13counties)	MA316	Safelite Glass corporation	04/01/2013-04/02/2018	
Replacement of automotive glass and windshield repair, small cracks and rock chips	MA413	Delta Glass & Tire	04/01/2013-04/02/2018	
Gold Carts	MA414	Intermountain Golf Car Inc.	04/1/2013-04/12/2018	
Golf Carts	MA415	Gohigh LLC	04/11/2013-04/12/2018	
Golf Carts	MA416	RMT Equipment	04/11/2013-04/12/2018	
Scriptographic Booklets	PA816	Channing Bete Company Inc.	03/13/2012-03/14/2017	
Recordable Data Storage Tapes and Drives	PD407	Millenniata Inc.	04/01/2013-03/31/2018	

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Envelopes, Plain and Printed	PD341	Lefavor Envelope Company	05/31/2013	
Powder Coating of Galvanized Signal Equipment	PD381	Valmont Coatings	04/30/2013	
Second Market Food Items	PD422	Global Foods, Inc.	06/31/2013	
Vehicular Traffice Signals	MA2088	AM Signal Inc	02/23/2013	Price adjustment
Dispatch Console Furniture & Support Systems	MA2090	Watson Furniture Group	03/24/2015	
Gas & Electric Golf Carts (new)	PD274	Highland Golf Cars	03/21/2013	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Irrigation Equipment & Sprinkling Systems & Supplies	MA2079	Sprinkler World	02/23/2015	
Dodge/Chrysler/Ram/Jeep Vehicles	AR157	Salt Lake Valley Chrysler Dodge Jeep Ram	09/30/2013	Information Update and Date extension.
Carpet, Broadloom and Tile	MA2098	Flooring Services Inc.	04/14/2013	
Pagers and Paging Services	MA624	USA	03/18/2018	New contract with previous vendor
Utility Audit Services	MA953	Hearthstone Management Group LLC	08/31/2013	Contract update and date extension
Maintenance Service, System Upgrades & Service for Avaya Systems	AR014	Suntum, Inc.	06/30/2016	
Building Automation System. Repair, service, and/or upgrade of existing control systems (HVAC).	AR353	Atkinson Electronics, Inc.	02/04/2014	
Automated External Defibrillators	MA195	Heartsine Inc.	03/31/2017	
Windshield repair, small cracks & chips for Davis, Salt Lake, Utah, Weber and Summit Counties.	MA337	Novus Windshield Repair	04/15/2013	
Portable Breath Alcohol Tester	MA913	Lifeloc Technologies, Inc.	03/31/2015	
Shelving & Filing Systems, Mobile & Stationary	MA1231	Nation Wide Shelving	11/30/2015	
Hazardous waste removal and disposal	MA1603	Clean Harbors Environmental Svc.	05/01/2013	
Hazardous waste removal and disposal	MA1604	Veolia ES Technical Solutions	05/01/2013	
Electronic Surplus	MA2029	Metech Recycling	11/30/2014	
Filters, Automotive, Air & Fuel	MA1051	Qualco Inc.	04/10/2013	Information Update and Date extension.
Construction—Job Order Contracting	MA245	CRC Construction, Inc	05/1/2014	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXPIRED / CANCELED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Recordable Data Storage Tapes	PD048	Millenniata Inc.	04/01/2011-03/31/2013	Contract expired with no renewal
Kelp Based Fertilizer	PD2089	Bio Green of Utah	03/30/2010-03/29/2013	Contract expired with no renewal
Gas & electric golf carts	PD274	Highland Golf Cars	03/22/2008-03/21/2013	New Golf Cart contract MA414, MA115, MA416
Assistive Technology Products for the Blind	MA342	Enablemart c/o School Health Corp.	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology Products for the Blind	MA1538	Axis	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology– low vision equipment, magnification products	MA1539	Rocky Mountain Low Vision LLC.	11/20/2007-03/31/2013	Contract expired with no renewal

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DID YOU KNOW? PAPER CONTRACTS

The new state wide paper contracts will be going into effect on May 1, 2013.

The contracts that will be expiring on May 11, 2013 are:

PD068 with Xpedx for Fine Printing Related and Carbonless Paper

PD397 with Xpedx for Xerographic Cut Sheet Paper (intended for 10 cases or more)

AR1680 with Unisource for

High-Speed Copy Paper

The new contracts that begin on May 1, 2013 are:

PD399 with Unisource for Fine Printing Related and Carbonless Paper

PD403 with Unisource for Xerographic Cut Sheet Paper (intended for 10 cases or more)

AR1680 with Unisource for High-Speed Copy Paper (not truckload)

AR394 with Contract Paper

Group for High-Speed Copy Paper (truckload only)

Truckload is 840 cases/21 pallets

You may also continue to purchase paper from the office supply contracts as you have in the past. If you have any questions concerning these contracts please contact Larry Thacker with state purchasing

lthacker@utah.gov

801-537-9242





STATE OF UTAH

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We're on the Web!
purchasing.utah.gov

COMMODITY CODES SHIFT

Each State Purchasing Agency has specific commodities that are assigned to him or her. When a PO, sole source, or contract arrives in State Purchasing, a contract tech will look at what commodity is being purchased. The procurement is assigned to the agent based on the commodity being purchased. Recently, a shift in the

commodity codes were made between several agents. In order for the agencies to know which agent is responsible for their new or amended contract, they should consult the "Division of Purchasing Commodity List" located on the Purchasing Website on the DIRECTORIES page or follow the link in the picture at the right.

Division of Purchasing Commodity List

NEW FACES IN PURCHASING

State Purchasing welcomes two new Purchasing Technicians to their ranks.

Jennifer Hardy comes to us from State Surplus Property and works at the second floor reception desk of the State Office Building greeting visitors and helping them find their way. While we only have a portion of her FTE, we appreciate the work that she is doing entering agency contracts

into the Purchasing Tracking System and into FINET. We are grateful to have her.

Rachel Cheney comes to us from Utah Virtual Academy, a virtual K-12 school. She worked with their purchasing group and is familiar with some of the jargon that is used in Purchasing. Rachel has been training with Sheila Bird so that she can take over the purchase

orders that flow through State Purchasing. She will also be lending a hand with the filing, contract routing, the phones, and general office work. We have really appreciated her help getting us reorganized after our recent renovations.

We are thrilled to have both Jennifer and Rachel join our group.

LEAVE TAKINGS

Krista Park took a job with the Department of Human Resource Management. We wish her the best.

This newsletter was edited by Tara Eutsler. If you have any questions or comments, please email them to teutsler@utah.gov

To automatically receive an email when the **Purchasing Update** is distributed, send a blank email (without your signature or a subject) to the following email address:

subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.

